



## Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

**EXAMINATION FOR:** FIRE SUPPLY COORDINATOR (PROMOTION)

**SALARY:** \$38,183 – \$58,422

**GRADE:** 337

**CLOSING DATE:** April 1, 2011 is the last day to file an application.

**POSITION:** A Fire Supply Coordinator plans and coordinates the receipt, storage and distribution of equipment, materials and supplies in a storeroom. Employees work a conventional workweek.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible classified City employees must:

Have current certification as a Maryland Emergency Medical Technician-Basic from the Maryland Institute for Emergency Medical Services Systems (MIEMSS);

AND

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management and City of Baltimore driver's permit;

AND

Have two years of experience as a uniformed member of the Baltimore City Fire Department and currently assigned to one of the following divisions: Fire Administration, Fire Suppression, Fire Training, Fire Prevention, Fire Investigative Services or Emergency Medical Services.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The certification, license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

**NOTE:** YOUR LICENSE AND PERMIT MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE. **A COPY OF YOUR MARYLAND EMERGENCY MEDICAL TECHNICIAN-BASIC, DRIVER'S LICENSE AND CITY PERMIT MUST BE SUBMITTED WITH YOUR APPLICATION.**

**NOTE:** Members of the Baltimore City Fire Department must hold and maintain licenses and certifications in all of the above as a condition of employment. Members must successfully complete any additional educational courses and skills competency evaluations required by the Maryland Institute for Emergency Medical Services Systems (MIEMSS), National Registry of Emergency Medical Technicians (NREMT), Maryland Fire and Rescue Institute (MFRI) and/or Baltimore City Fire Department (BCFD). In the event changes in the standards, certifications or licensure requirements in any of the above, the member is required to maintain the equivalent certification or licensure to continue employment with the Baltimore City Fire Department.

41294 (030911) 337 U (3) Q  
KR/mb POSTED: 03/14/11

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

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[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

**NOTE:** Hazardous-Materials Operations course completion from the Maryland Fire and Rescue Institute is required within six months of appointment.

**NOTE:** Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information.



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